

# WEST SALEM COMMUNITY EMERGENCY RESPONSE TEAM (C.E.R.T.)



## Radio Etiquette

- **Speak Clearly and Simply:** Use easy to understand words. Think about what you want to say before speaking. Speak slowly and clearly. Use a normal voice. Yelling into your radio won't help get your message across sooner, further or clearer.
- **Identify Yourself and Recipient:** Especially important with multiple users on the same channel. If using a repeater, make sure you use your GMRS callsign at the beginning of transmission, every 15 minutes, and at the end of your transmission. When using your callsign, give it the first time using the International Phonetic Alphabet (see Below), e.g. ***"This is Whiskey Romeo Mike Tango 291"***.
- **Wait for Confirmation:** Wait to ensure your intended recipient has heard you and that they're available. Once confirmed, begin your message.
- **Keep Messages Short:** Get to the point. To relay long messages, let your audience know at the start. Break long messages into parts. This also reduces wear and tear on your radio, and overheating.
- **Avoid Private or Sensitive Information:** Radio channels are shared. If you don't want others to hear something then don't say it.
- **Don't Interrupt:** If another radio user is talking, wait for them to stop transmitting. Repeatedly pressing the Push-to-Talk (PTT) button only causes interference. Emergency messages are the ONLY exception. Then, you should announce "Break, Break!" and wait to be recognized.
- **Listen for your Call Sign or Name:** Unless you know a call is for you, do not reply.
- **Acknowledge Direct Contacts:** If another radio user is trying to contact you directly, acknowledge the call with either a "Go ahead" (indicating you are ready to receive) or a "Standby" (indicating you need a minute before you can engage).
- **Remember to Pause:** When pressing the PTT button, there may be a short delay before your radio transmits. Wait two seconds before speaking to ensure the start of your message is received.
- **Don't use Slang or Bad Language**
- **Make Routine Radio Checks:** Make sure your radio is working properly. Check that batteries are charged and your radio is on.

## Radio Lingo

- **Roger That or Copy That:** "Message received and understood" (10-4 good buddy is for CB'ers, we don't use it).
- **Roger So Far or Copy So Far:** Confirming part way through a long message that you've understood the message so far
- **Affirmative: Yes**
- **Negative: No**
- **Come In?:** Asking another party to acknowledge they can hear you
- **Go Ahead?:** I am ready for your message
- **Say Again?:** Repeat all of your last message
- **Say All Before/After:** Repeat all before/after a certain phrase or word if you didn't catch part of the message
- **Over:** Message finished, inviting others to respond if needed
- **Out or Clear:** Conversation is finished, no answer is required or expected
- **Radio Check?:** What's my signal strength? Can you hear me? Is there interference?
- **Read You Loud And Clear:** Your transmission signal is good, I can hear you fine
- **Wilco:** Abbreviation of "I will comply", means the speaker will complete the task that's been asked of them
- **Break, Break!:** Interruption to a transmission to communicate urgently
- **Emergency, Emergency!:** Distress call, only to be used when there is an imminent danger to life and immediate assistance is required
- **Stand By:** Wait for a short period and I will get back to you
- **Wait Out:** Delay is longer than I expected, I'll get back to you as soon as possible
- **I Spell:** The next word will be spelled out using the International Phonetic Alphabet (see Below)
- You may decide to use "Code words" "**Code Blue**" for a non-crucial incident, "**Code Yellow**" for a non-dangerous incident that still requires an immediate response, or "**Code Red**" for a dangerous or serious incident that requires an immediate response.

## International Phonetic Alphabet

<b>Alpha</b>	<b>November</b>
<b>Bravo</b>	<b>Oscar</b>
<b>Charlie</b>	<b>Papa</b>
<b>Delta</b>	<b>Quebec</b>
<b>Echo</b>	<b>Romeo</b>
<b>Foxtrot</b>	<b>Sierra</b>
<b>Golf</b>	<b>Tango</b>
<b>Hotel</b>	<b>Uniform</b>
<b>India</b>	<b>Victor</b>
<b>Juliet</b>	<b>Whiskey</b>
<b>Kilo</b>	<b>X-ray</b>
<b>Lima</b>	<b>Yankee</b>
<b>Mike</b>	<b>Zulu</b>